

# Free Contractor Training Day Workshop Registration

## May 6, 2005

Mail copy of this registration form to:

Dept. of Labor & Industries

Attn: Shari Purves-Reiter

PO Box 44400

Olympia WA 98504-4400

OR FAX to: 360 902-5292

OR Call: 360 902-4733

Name	
Address	
City	State ZIP+4
Phone ( )	E-mail address
Company (optional)	

Select one class in each time frame by checking the corresponding box.

Time	Room	Course Title	
<b>7:30 AM</b> <input type="checkbox"/>		Registration check-in	
<b>8:00 AM</b>			
<input type="checkbox"/>	10 & 11	Resolving Conflict	
<input type="checkbox"/>	14	Hiring an Independent Contractor / Prime Contractor Liability	1 Hour 20 Minutes
<input type="checkbox"/>	29	Risk Management	
<input type="checkbox"/>	28	What Safety Rules Apply to my Business	
<input type="checkbox"/>	31	Plumbing Contractors *	
<b>9:30 AM</b>			
<input type="checkbox"/>	10 & 11	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	14	Hiring an Independent Contractor / Prime Contractor Liability	1 Hour 20 Minutes
<input type="checkbox"/>	29	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	28	Accident Prevention / Safety	
<input type="checkbox"/>	31	State Taxes – Sales Use & B&O	
<b>11:00 AM</b>			
<input type="checkbox"/>	10 & 11	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	14	Small Business Planning Made Easy	1 Hour 15 Minutes
<input type="checkbox"/>	28	Accident Prevention / Safety	
<input type="checkbox"/>	31	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	29	Prevailing Wage	
<b>12:15 PM</b> <input type="checkbox"/>		Lunch – on your own – <b>Special Presentation - Tri-Cities Housing Economic Trends Rm 10&amp;11</b>	Café at center open
<b>1:00 PM</b>			
<input type="checkbox"/>	10 & 11	General Liability Insurance – “The Perfect Storm”	
<input type="checkbox"/>	14	Small Business Planning Made Easy	1 Hour 20 Minutes
<input type="checkbox"/>	29	Risk Management	
<input type="checkbox"/>	28	Saving Money on Unemployment Premiums	
<input type="checkbox"/>	31	Electrical Licensing 101 *	
<b>2:30 PM</b>			
<input type="checkbox"/>	10 & 11	Construction Contracts – What You Should Know!	
<input type="checkbox"/>	14	Managing Claims to Control Your Industrial Insurance Costs	1 Hour 20 Minutes
<input type="checkbox"/>	29	Saving Money on Unemployment Premiums	
<input type="checkbox"/>	28	New Contractor Overview	
<input type="checkbox"/>	31	Asbestos Overview	
<b>4:00 PM</b>			
<input type="checkbox"/>	10 & 11	Effective Marketing for Contractors	
<input type="checkbox"/>	14	Cash Flow Management	1 Hour
<input type="checkbox"/>	29	Dealing with Difficult Customers	
<input type="checkbox"/>	28	New Contractor Overview	
<input type="checkbox"/>	31	Overtime and Break Requirements	

PLEASE make Copy of this registration for your reference at the workshop.

☐ Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other \_\_\_\_\_

Classes will be located in the  
Hammer Training and Education Center  
2890 Horn Rapids Road  
Richland WA 99352

☐ Yes, I'm interested in Plumbing Continuing Education Credit which will require attending the two (\*) required classes plus two others for a fee of \$48.00.



# Free Training for Construction Contractors

**Where: Hammer Training and Education Center  
2890 Horn Rapids Road  
Richland WA 99352**

**When: May 6, 2005, 8:00 AM – 5:00 PM**

**Registration and check-in begins at 7:30 AM**

- Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to learn how to avoid common customer complaints?
- Do you have a **written** Business Plan?
- Are you having **issues surrounding** your **General Liability Insurance**?

**All of the experts that can answer these questions and many more have been gathered together to bring you this Construction Contractor Training Day.**

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## Course Descriptions and Presenters

**Prevailing Wage** – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Cindy Hanson, Prevailing Wage Technical Specialist, a 23 year Labor and Industries veteran with 10 years in prevailing wage.

**Risk Management** – Controlling your workers' compensation costs involves many aspects of your business, from hiring and training the right people for the right jobs, to your accident prevention and safety plans and appropriate and timely responses after an injury occurs. Presented by Diane Doherty, Risk Manager, Labor and Industries.

**Managing Claims to Control Your Industrial Insurance Costs** – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by Diane Doherty, Risk Manager 17 year L&I veteran and Gail Richardson, Claims Unit Supervisor, Labor and Industries.

**New Contractor Overview** – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Dennis Yonker, contractor Registration Technical Specialist at Labor and Industries.

**Overtime and Break Requirements** – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Veronica Gottschalk, Industrial Relations Agent with Labor and Industries.

**Asbestos Overview** – Asbestos has been used in over 3,000 building materials and may be a hazard during renovation or demolition work in any existing structure. We will review state requirements for evaluating asbestos hazards and contractor responsibilities for proper handling of asbestos in their workplace and providing reference tools. Presented by John Stebbins, Industrial Hygienist, a 6-year L&I veteran with 11 years experience in building inspections, abatement planning and overseeing asbestos abatement work.

**Saving Money on Your Unemployment Insurance Costs** – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Michael Cobb, Kennewick District Tax Office Administrator, Department of Employment Security.

**What Safety Rules Apply to my Business** – Overview of Chapter 296-155 WAC – Safety Standards for construction work, resources, tools and related standards. Presented by Don Shimkevich, Labor and Industries Safety Consultant.

**Accident Prevention Plans / Safety** – How can a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program, ideas to develop a "Safety Culture" in your workplace, and other assistance. Presented by Don Shimkevich, Labor and Industries Safety Consultant.

## Course Descriptions and Presenters, continued

**Hiring “Independent Contractors” in Washington State / Prime Contractor Liability** – You may be an employer with requirement – and not know it. Understanding your requirement and responsibilities when hiring “independent contractors” can be confusing. This course will help you understand when you must meet safety standards, pay workers’ compensation premiums, meet with wage & hour requirements and pay unemployment insurance. You will learn the three questions to ask to determine whether or not someone you hire is considered your employee. You will also learn about your responsibilities for workers’ compensation premiums on your subcontractors and how you can protect yourself.

**\*Plumbing Contractors – What You Need to Know** – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumber CEU course)

**\* Electrical Licensing 101** – What electrical work can a general contractor perform and when must electrical work be subcontracted. What is “Grand fathering”? How do you file complaints? Presented by Faith Jeffrey, 14 year Labor & Industries veteran with 6 years as a Field Compliance Officer and current manager of the electrical compliance and audit section. (Plumber CEU course)

**State Taxes and the General Contractor** – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with DOR’s Taxpayer Information and Education Section.

**General Liability Insurance – “The Perfect Storm”** – Discussion of the current challenges facing contractors in the liability insurance market and present options available to them. Presented by Bill Wilson of the Office of the Insurance Commissioner.

**Small Business Planning Made Easy** – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by a representative of the U.S. Small Business Administration

**Effective Marketing for Contractors** – Learn the differences between “marketing” and “advertising”; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

**Bidding, Estimating and the Bottom line** - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Ray Gilbride, President of the National Subcontractors Association with over 20 years construction industry experience.

**Resolving Conflict** – Essential skills for understanding and resolving conflicts encountered in business. Build your negotiation and people skills. Presented by Steve Mason, Vice President of the National Subcontractors Association.

**Construction Contracts – What You Should Know!** – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Attorney with Linville Linton, PLLC.

**Cash Flow Management - Understand Your Business Financials:** Determine and anticipate the cash flow needs of your business so you don't run out of money. Learn how to use financial statements as a management tool. Presented by a representative of the U.S. Small Business Administration

**Tips on Handling the Difficult Customer** – A discussion of common customer service issues, including common customer complaints received at the Better Business Bureau and tips on handling the difficult customer. Presented by Marsha Costin, Vice President of the Better Business Bureau.

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**Special Lunch Time Event – Tri-Cities Housing Economic Trends** – Presented by Jeff Losey, Executive Director of the Home Builders Association of Tri-Cities in Rooms 10 & 11. Grab your lunch in the cafeteria and then come in and hear the latest information about your region.

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Department of Labor and Industries  
Specialty Compliance Services  
Attn: Shari Purves-Reiter  
PO Box 44400  
Olympia WA 98504-4400



## **Free Training for Construction Contractors** **May 6, 1005 Tri-cities, Washington**

- Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to learn how to avoid common customer complaints?
- Do you have a **written** Business Plan?
- Are you having **issues surrounding** your **General Liability Insurance**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-one different classes on everything from marketing your business to safety training to customer service issues.

The course has been approved for Plumbing Continuing Education Credit – see our website for details and CEU fee. [www.Lni.wa.gov/tradeslicensing](http://www.Lni.wa.gov/tradeslicensing) OR call 360 902-4666.

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